

**FY2017 ANNUAL UPDATE TO THE FY2015-
FY2019 FIVE-YEAR AGENCY PLAN**

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A. PHA Information.					
A.1	PHA Name: Yolo County Housing PHA Code: CA044 PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/2017 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units: 431 Number of Housing Choice Vouchers (HCVs): 1,742 Total Combined: 2,173 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission				
	Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.				
	<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)				
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
					PH HCV
Lead PHA:					

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p>The Financial Resources element has been revised to reflect expected revenue streams for FY2017. Please see ca044a01 for detailed information.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>Please see attachment ca044a01 for detailed information.</p>

B.4.	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe: The Audit for the Fiscal Year ending June 30, 2016 is included with the Agency Plan Annual Update as attachment ca044g01.</p>
<p>Other Document and/or Certification Requirements.</p>	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p>Civil Rights Certification.</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>Resident Advisory Board meetings will be held during the 45-notice period to receive feedback on the Plan. Any comments from these meetings will be included in the final copy of the Plan which will be submitted to HUD.</p> <p>The comments received from the Resident Advisory Board will be included on page 33 in ca044a01.</p>
C.4	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>HUD approved the FY2016 Capital Fund Program 5-Year Action Plan on June 30, 2015. YCH will be submitting a CFP 5-Year Action Plan for FY2017 for HUD's approval. The FY2017 CFP 5-Year Plan will be available for review for a period of at least 45 days. A Public Hearing will also be held to give the public a change to provide comments on the 5-Year Action Plan.</p>

YOLO COUNTY HOUSING

FY2017 ANNUAL UPDATE TO THE FY2015 – FY2019 FIVE-YEAR AGENCY PLAN

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A. PHA Information

A.1	PHA Name:	Yolo County Housing
	PHA Code:	CA044
	PHA Type:	High Performing PHA
	PHA Plan for Fiscal Year Beginning:	07/2017
	Public Housing Units:	431
	Housing Choice Vouchers:	1,742
	Total Combined Units/Vouchers:	2,173
	PHA Plan Submission Type:	Annual Plan

Availability of Information

The FY2017 Agency Plan Annual Update will be available for review during the 45-day Public Hearing Notice period at Yolo County Housing's Main Office which is located at 147 West Main Street in Woodland, California.

Supporting documents to the FY2017 Agency Plan Annual Update are also available for inspection at the Main Office.

A copy of the FY2017 Agency Plan Annual Update and supporting documents will remain available for inspection during the entire fiscal year.

Introduction

Yolo County Housing is dedicated to providing quality affordable housing and community development services to all persons within its service area. Yolo County Housing was first created in 1950. Its primary programs are funded by the United States Department of Housing and Urban Development (HUD) and through the State of California (OMS and HCD). The Housing Authority and its allied organizations provide assistance to approximately 2,760 households. Housing assistance is provided throughout the region and can be found in Woodland, West Sacramento, Davis, Winters, Esparto, Yolo, Knight's Landing, Dunnigan, Madison and in Dixon (Solano County).

YCH provides year-round rental assistance through low cost housing that it owns and manages, as well as through housing that it owns in partnership. It also provides assistance through its Housing Choice Voucher program, its Project-Based Voucher program and through its Housing Choice Voucher Homeownership program. Additional units are available as well as through housing programs provided by its non-profit subsidiary, New Hope Community Development Corporation.

YCH also provides decent and safe temporary housing to migrant farmworker families during the County's growing season. The City operates two centers in Yolo County. In addition, the YCH also provides staff and services to the Dixon Housing Authority and manages its Dixon Migrant Center.

YCH provides space that is used by a number of local City, County, University and non-profit organizations to provide after-school and educational programs for youth, as well as senior meal programs and classes to City and County residents regardless of whether or not they receive other services through YCH.

B. Annual Plan Elements

B.1 Revision of PHA Plan Elements

Statement of Housing Needs and Strategy for Addressing Housing Needs

Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access -ibility	Size	Loca- tion
Income <= 30% of AMI	7,255	5	5	5	3	4	4
Income >30% but <=50% of AMI	5,485	4	4	4	3	3	3
Income >50% but <80% of AMI	4,550	3	3	3	3	2	3
Elderly	2,130	3	3	3	4	2	3
Families with Disabilities	9,215	3	4	4	5	4	4
White	8,045	3	3	3	3	3	3
Black	710	3	3	3	3	3	3
Hispanic	5,065	3	3	3	3	3	3
Native American	120	3	3	3	3	3	3
Asian	2,420	3	3	3	3	3	3
Pacific Islander	120	3	3	3	3	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset 2009 - 2013
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2,609		n/a
Extremely low income (<=30% AMI)	2,027	78%	
Very low income (>30% but <=50% AMI)	399	16%	
Low income (>50% but <80% AMI)	183	7%	
Families with children	2,005	77%	
Elderly families	354	14%	
Families with Disabilities	545	21%	
White	1,115	43%	
African American	846	33%	
Amer. Indian/Alaskan Native	44	2%	
Asian	79	3%	
Pacific Islander	31	1%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 1 months (as of January 19, 2017) Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	21,831		n/a
Extremely low income (<=30% AMI)	18,034	83%	
Very low income (>30% but <=50% AMI)	2,761	13%	
Low income (>50% but <80% AMI)	1,036	5%	
Families with children	16,247	75%	
Elderly families	1,596	7%	
Families with Disabilities	5,034	23%	
White	8,724	40%	
African American	7,079	33%	
Amer. Indian/Alaskan Native	609	3%	
Asian	771	4%	
Pacific Islander	330	2%	
Characteristics by Bedroom Size (Public Housing Only)			
0/1 BR	5,572	26%	n/a
2 BR	9,848	45%	n/a
3 BR	5,742	26%	n/a
4/5/6 BR	657	3%	n/a
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Strategy for Addressing Housing Needs

Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1: Maximize the number of affordable units available to the PHA within its current resources by:

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Maintain or increase Voucher lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction, while preserving the maximum number of families able to be assisted
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase Voucher lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

Strategy 2: Increase the number of affordable housing units by:

- Apply for additional Housing Choice Voucher units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing, Voucher, or Section 8 project-based assistance.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based housing choice voucher assistance

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work but, that are mindful of current unemployment rates

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- Maintain housing that is designated for elderly occupants.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Affirmatively market to local non-profit agencies that assist families with disabilities

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Strategy 2: Conduct activities to affirmatively further fair housing

- Counsel Voucher tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

Reasons for Selecting Strategies

- Funding constraints
- Staffing constraints
- Influence of the housing market on PHA programs

Deconcentration Policy and Other Policies that Govern Eligibility, Selection and Admissions

YCH's policies governing resident eligibility, selection, and admission including admissions preferences for both the Public Housing and Housing Choice Voucher Programs are described in this section. Unit assignment policies for public housing and wait list procedures for both programs are also described.

The Admissions and Continued Occupancy Policy (ACOP) covers the specific requirements for admission to the Public Housing Program. These requirements for the HCV Program are stated in the Administrative Plan. The information listed below highlights some of the main factors used in determining eligibility and admission to both programs and is not meant to be exhaustive. Both documents are on file at YCH's main office and on YCH's website and should be consulted for specific questions.

Public Housing – Admissions and Continued Occupancy Policy (ACOP)

Eligibility

To be eligible for the Public Housing Program an applicant family must:

- Qualify as a family as defined by HUD and YCH. A family, regardless of actual or perceived sexual orientation, gender identity, or marital status, may be a single person or group of persons. Family as defined by HUD includes a family with a child or children, two or more elderly or disabled persons living together, one or more elderly or disabled persons living with one or more live-in aides, or a single person. YCH has expanded this definition to include two or more individuals who are not related by blood, marriage, adoption, or other operation of law, but who either can demonstrate they have lived together previously or certify that each individual's income and other resources will be available to meet the needs of the family.
- Have income at or below HUD-specified income limits. To be income-eligible, a family must be a low-income family. A low-income family is a family whose annual income does not exceed 80 percent of the median income for Yolo County, adjusted for family size.
- Qualify on the basis of citizenship or the eligible immigrant status of family members. Housing assistance is only available to individuals who are U.S. citizens, U.S. nationals, or noncitizens that have eligible

immigration status. At least one family member must be a citizen, national or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance.

- Provide social security number information for family members as required. Every family member must provide documentation of a valid Social Security Number (SSN) or a certification stating that no SSN has been issued.
- Consent to the YCH's collection and use of family information as provided in YCH-provided consent forms. HUD requires each adult family member, and the head of household, spouse, or co-head, regardless of age to sign form HUD-9886, Authorization for the Release of information/Privacy Act Notice, and other consent forms as needed to collect information relevant to the family's eligibility and level of assistance.

Denial of Admission

Even though a family may meet the eligibility requirements for the Public Housing Program, it does not mean that they will be housed. HUD requires YCH to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last three (3) years for drug-related criminal activity. YCH will admit an otherwise eligible family who was evicted from federally assisted housing within the past three (3) years for drug-related criminal activity, if YCH is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program as approved by YCH, or the person who committed the crime, is no longer living in the household.
- YCH determines that any household member is currently engaged in the use of illegal drugs.
- YCH has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the

premises of federally assisted housing.

- Any household member that is subject to a lifetime registration requirement under a state sex offender registration program.

Selection

Any family that wishes to reside in public housing must apply for admission to the program. HUD permits YCH to determine the format and content of its applications, as well how such applications will be made available to interested families and how applications will be accepted by YCH.

YCH's application process will involve two phases:

The first is the "initial" application for admission (referred to as a pre-application). This phase is to determine the family's eligibility for public housing and placement on the waiting list.

The second phase is the "final determination of eligibility for admission" (referred to as the full application). The full application takes place when the family reaches the top of the waiting list. At that time YCH ensures that verification of all HUD and YCH eligibility factors is current in order to determine the family's eligibility for an offer of a suitable unit. Applicants are required to attend an application interview to discuss the family's circumstance in greater detail.

YCH maintains a site-based waiting list system with separate waiting lists for each of the following sites within the public housing inventory:

City of Woodland	Yolano Homes and Donnelly Circle
City of West Sacramento	Riverbend Senior Manor I and II and Las Casitas
<u>Unincorporated</u>	
Near Winters	El Rio Villa I, II, III and IV
Yolo	Yolito
Knight's Landing	Ridegcut Homes
Esparto	Vista Montecito

Applicants will be placed on the appropriate site-based wait list(s) according to the size of unit required and by preference (see below). Date and time of application will be used to determine the sequence of the list among applicants requiring the same size

unit and qualifying for the same preferences.

Preferences

YCH has the authority to establish local preferences and to give priority to serving families that meet those criteria. YCH has adopted the following local preferences:

Residency Preference: For families who live, work or have been hired to work in Yolo County.

Veteran Preference: Any citizen of the United States who served in the active military, naval or air services of the United States who received an honorable discharge or released from active duty under honorable conditions.

Working Preference: This preference is available for families with at least one member who is employed (or who are elderly/disabled).

Involuntary Displacement: Families who claim they are being or have been displaced due either to a natural disaster declared by the President of the United States; or displaced through no fault of their own, by governmental action.

All preferences, with the exception of involuntary displacement, are given a point value of one. Involuntary displacement receives two points. Points are cumulative and applicants with the highest point total are ranked highest on the list.

Unit Offers

YCH must assign eligible applicants to dwelling units in accordance with a plan that is consistent with civil rights and nondiscrimination. YCH will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for rejection.

YCH has adopted a "one offer plan" for offering units to applicants. Under this plan, the first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size. If more than one unit of appropriate type and size is available, the first unit offered will be the first unit ready for occupancy.

Applicants must accept or refuse a unit offer within five business days of the date of the unit offer. When an applicant rejects a unit offer without good cause, the applicant's name will be removed from the waiting list.

Housing Choice Voucher Program – Administrative Plan

YCH is responsible for ensuring that each individual and family admitted to the HCV program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by YCH to confirm eligibility and determine the level of assistance.

To be eligible for the HCV program, each applicant family must:

- Qualify as a family as defined by HUD and YCH. A family, regardless of actual or perceived sexual orientation, gender identity, or marital status, may be a single person or group of persons. Family as defined by HUD includes a family with a child or children, two or more elderly or disabled persons living together, one or more elderly or disabled persons living with one or more live-in aides, or a single person. YCH has the discretion to determine if any other group of persons qualifies as a family.
- Have income at or below HUD specified income limits. To be income-eligible, a family must be a very low-income family or a low-income family which has been “continuously assisted” under the 1937 Housing Act. A very low-income family is a family whose annual income does not exceed 50 percent of the median income for Yolo County, adjusted for family size. A low-income family is a family whose annual income does not exceed 80 percent of the median income for Yolo County, adjusted for family size.
- Qualify on the basis of citizenship or the eligible immigrant status of family members. Housing assistance is only available to individuals who are U.S. citizens, U.S. nationals, or noncitizens that have eligible immigration status. At least one family member must be a citizen, national or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance.
- Provide social security number information for all family members as required. Every family member must provide documentation of a valid Social Security Number (SSN) or a certification stating that no SSN has been issued.
- Consent to YCH’s collection and use of family information as provided for in YCH-provided consent forms. HUD requires each adult family member,

and the head of household, spouse, or co-head, regardless of age to sign form HUD-9886, Authorization for the Release of information/Privacy Act Notice, and other consent forms as needed to collect information relevant to the family's eligibility and level of assistance.

- YCH must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or YCH.

Although an applicant may be eligible for the Housing Choice Voucher Program, it does not mean that they will be provided assistance. HUD requires YCH to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last three (3) years for drug-related criminal activity. YCH will admit an otherwise eligible family who was evicted from federally assisted housing within the past three (3) years for drug-related criminal activity, if YCH is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program as approved by YCH, or the person who committed the crime, is no longer living in the household.
- YCH determines that any household member is currently engaged in the use of illegal drugs.
- YCH has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
- Any household member that is subject to a lifetime registration requirement under a state sex offender registration program.

If any household member is currently engaged in, or has engaged in any drug-related or violent criminal activity, within the last three years, the family will be denied admission.

HUD authorizes YCH to deny assistance based upon the family's previous behavior in assisted housing. YCH will deny assistance to an applicant family if:

- The family does not provide information that HUD or YCH determines is necessary to the administration of the program.
- The family does not provide complete and true information to YCH.
- Any public housing agency has terminated assistance under the program for any family member within the last three (3) years.
- Any family member has been evicted from federally assisted housing in the last three (3) years.
- Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any other federal housing program.
- The family owes rent or other amounts to any public housing agency in connection with the HCV, Certificate, Moderate Rehabilitation, or public housing programs, unless the family repays the full amount of the debt prior to being selected from the waiting list.
- The family has breached the terms of a repayment agreement entered into with YCH, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list.
- A family member has engaged in or threatened violent or abusive behavior towards YCH personnel.

YCH is authorized to obtain criminal conviction records from law enforcement agencies to screen applicants for admission to the HCV program. This authority assists YCH in complying with HUD requirements and in-house policies to deny assistance to applicants who are engaging in or have engaged in certain criminal activities. In order to access these records, YCH requires each applicant household to submit a consent form signed by each adult household member.

When a family wishes to receive HCV assistance, the family must submit an application that provides YCH with the information needed to determine the family's eligibility. The application process involves two phases. The first phase involves placing the family on the waiting list. This process requires the family to declare any preferences to which they may be entitled and the family's income.

In the event two or more applicants with identical preferences are eligible for placement on the waiting list, their order of placement will be determined by the date and time of the application.

The second phase is the final determination of eligibility, which takes place when the family nears the top of the waiting list.

YCH is permitted to close the waiting list if it has an adequate pool of families to use its available HCV resources. YCH will close the waiting list when the estimated waiting

period for housing assistance for the most current applicants on the list reaches 12 months. Before reopening the waiting list, YCH must publish a public notice stating that it will be reopened.

YCH has established the following preferences for admission to the HCV program:

- Applicants with special provisions, which includes tenants residing in units owned and or managed by YCH required to move due to special circumstances, and approved by the Chief Executive Officer.
- Yolo County residents. Applicants who live or work in Yolo County.
- Any citizen of the United States, who served in the military, naval, or air service of the United States who received an honorable discharge or was released from active duty under honorable conditions. This preference applies to the surviving spouses of veterans.
- HCV participants who have been terminated due to over-leasing or lack of federal funding.
- Families who have at least one adult employed and has been employed for at least six (6) months. Definition of employment includes receipt of unemployment benefits. This preference is automatically extended to elderly families and a family whose head of household or spouse is receiving income based on their permanent disability.
- Involuntarily displacement with a direct referral from a local government or code enforcement entity which can verify displacement.

All preferences, with the exception of involuntary displacement, are given a point value of one. Involuntary displacement receives two points. Points are cumulative and applicants with the highest point total are ranked highest on the list.

Once an applicant family has been selected from the waiting list, YCH will notify the family by first class mail. The family will be sent a packet of forms to be completed and returned by a specified date.

Financial Resources

The table below lists Yolo County Housing's anticipated financial resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Agency, as well as tenant rents and other income available to support the Public Housing and Housing Choice Voucher Programs in Fiscal Year 2017.

Funding Source	Amount	Use
FY2017 PH Operating Fund	\$1,080,000	PH Operations
FY2017 Capital Fund Program	\$741,046	PH Modernization
FY2016 Capital Fund Program	\$318,446	PH Modernization
FY2015 Capital Fund Program	\$368,092	PH Modernization
FY2014 Capital Fund Program	\$31,018	PH Modernization
Housing Choice Voucher Program	\$11,553,000	HCV Operations
HCV Administrative Fees	\$1,200,000	HCV Operations
Public Housing Dwelling Rent	\$1,686,000	PH Operations
Interest	\$2,300	PH/HCV Operations
Other Income	\$31,300	PH Operations
Total	\$17,011,202	

Note: The Capital Fund amounts for FY2016, FY2015 and FY2014 are the unobligated amounts as of 12/31/2016. The projected FY2017 CFP amount is based on the actual FY2016 amount received.

Rent Determination

Public Housing

A family's income determines eligibility for assistance and is also used to calculate the family's rent payment. The first step in calculating income-based rent is to determine each family's total tenant payment (TTP). Then, if the family is occupying a unit that has tenant-paid utilities, the utility allowance is subtracted from the TTP. The result of this calculation, if a positive number, is the tenant rent. If the TTP is less than the utility allowance, the result of this calculation is a negative number, and is called a utility reimbursement, which may be paid to the family or directly to the utility company by YCH.

HUD regulations specify the formula for calculating the total tenant payment (TTP) for a tenant family. TTP is the highest of the following amounts rounded to the nearest

dollar.

- 30% of the family's monthly adjusted income
- 10% of the family's monthly gross income
- A minimum rent of \$25

As required, YCH also offers a Flat Rent which is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient. The flat rents are tied to the market rent and are updated on an annual basis. The flat rent schedule is available for review at YCH's main office.

Housing Choice Voucher

HUD regulations specify the formula for calculating the total tenant payment (TTP) for an assisted family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30% of the family's monthly adjusted income
- 10% of the family's monthly gross income
- A minimum rent of \$25 which was established with the approval of the FY2013 Agency Plan Annual Update.

Homeownership Programs

Public Housing

YCH does not currently operate a public housing homeownership program.

Housing Choice Voucher - Tenant Based Assistance

Yolo County Housing has established a housing choice voucher tenant-based homeownership option in Yolo County, USA, pursuant to the U.S. Department of Housing and Urban Development's (HUD) final rule dated October 12, 2000 and Section 555 of the Quality Housing and Work Responsibility Act of 1998 under Section 8(y), Homeownership Option.

Any voucher eligible program participant who has been issued a Housing Choice Voucher may utilize the subsidy to purchase rather than rent a home, subject to the following:

- 1) A family must meet the requirements for continued participation in the YCH Tenant-based HCV Program.
- 2) The homeownership option will be included in all Briefing and Re-Housing classes as well as media and community announcements. Current HCV participants must be in compliance with their lease and program requirements and must terminate their current lease arrangement in compliance with the lease.
- 3) A family in which the head of household or co-head has previously received assistance and has defaulted on a mortgage obtained through the Homeownership Option is barred from participation.
- 4) Participant families must be any of the following: "first-time homeowners," in which no family member owned any present ownership interest in a residence of any family member in the last three years; residents of limited equity cooperatives; or, a family of which a member is a person with disabilities, and use of the Homeownership Option is needed as a reasonable accommodation. (Title to a mobile home is not considered as homeownership for purposes of this option.)
- 5) Participants in the HCV Homeownership Option must attend and satisfactorily complete the pre-purchase homeownership counseling program and be deemed to be "mortgage ready" before a homeownership voucher will be issued. Participants are also required to attend and complete post-purchase, ongoing homeownership counseling. At a minimum, the counseling will cover the following:
 - Home maintenance
 - Budgeting and money management
 - Credit counseling
 - Negotiating the purchase price of a home
 - Financing
 - Locating the home
 - De-concentration issues
 - Family must only purchase a home that passes HQS inspection and has been satisfactory according the independent inspection
- 6) The head of household and/or co-head must be currently employed on a fulltime basis (as defined by HUD to average 30 hours per week) and have been continuously so employed during the year before commencement of homeownership assistance. Families in which the head of household,

spouse or co-head is disabled or elderly are exempted from this requirement. Families that include a person with disabilities may request an exemption as a reasonable accommodation.

- 7) The family's income must be equal to or exceed the HUD minimum income requirement, currently set at 2000 hours times the current Federal minimum wage or \$14,500. Welfare assistance will not be counted (used) for meeting the income requirement, except for households in which the head or co-head is elderly or disabled and for households that include a disabled person other than head or co-head. ("Welfare assistance" includes federal housing assistance or the housing component of a welfare grant; Jobs and Family Services assistance; SSI that is subject to an income eligibility test; food stamps; general assistance or other assistance provided under a federal, state or local program that provides assistance available to meet family living or housing expenses.)
- 8) Participants may be enrolled in the Family Self-Sufficiency (FSS) Program but are not required to do so for qualifying in the program. Participants enrolled in the FSS will have a preference over non-FSS families. Funds accumulated in the escrow account may be advanced for purchase of the home or home maintenance, subject to the guidelines of the FSS Program.
- 9) YCH requires the applicant for the program to be a current participant of the Voucher program and must have been in the program for at least one year, and be a participant in good standing.

The full homeownership plan can be found in the Administrative Plan for the Housing Choice Voucher Program.

Safety and Crime Prevention

To increase safety and security and as a result of consultation with Woodland Police Department, YCH has installed high definition cameras at Yolano Park which is located between the Yolano Village and Donnelly Circle public housing developments in Woodland. Yolano Park and Donnelly Circle are owned by Yolo County Housing and is enjoyed by many residents of the Yolano-Donnelly public housing community. Unfortunately, there have recently been increases in trespassers, vandalism and other activities. Over the past year, there have been hundreds of dollars of property damage caused by these uninvited trespassers, who are also disrupting the peaceful environment of the residents that live on the properties. Residents and YCH have worked closely with the Woodland Police Department to eliminate this issue. The camera system was installed and has been on line since the beginning of October 2016.

The system includes eight (8) high definition cameras, three (3) DVRs, and remote viewing access. All cameras are pointed in areas of concern adding redundancy for better identification of any suspicious activity or trespassers. The system has already been useful in helping the police identify two suspects in a vandalism investigation. The residents were pleased and supportive of the installation of the camera system.

Pet Policy

Yolo County Housing has adopted a Pet Policy covering the ownership of pets in its' public housing developments. The policy explains the YCH's policy on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the Agency. The full Pet Policy is on file at the main office and can be reviewed during normal operating hours.

Substantial Deviation

A "Substantial Deviation" from the 5-Year Plan is an overall change in the direction of the Agency pertaining to the Authority's Goals and Objectives. This includes revising or modifying the Agency's Goals and Objectives.

Significant Amendment

A "Significant Amendment or Modification" to the Annual Plan is a change in a policy or policies pertaining to the operation of the Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items in excess of 10% of total Capital Fund Program budget (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

B.2 New Activities

Hope VI or Choice Neighborhoods

At this time, there are no plans to submit an application for a Hope VI Grant in the upcoming Fiscal Year. YCH reserves the right to submit an application if circumstances change. The Plan will be amended accordingly.

Mixed Finance Modernization or Development

At this time, there are no plans to submit an application for approval of a Mixed Finance Modernization or Development project in the upcoming Fiscal Year. YCH reserves the right to submit an application for approval if circumstances change. The Plan will be amended accordingly.

Demolition and/or Disposition

At this time, there are no plans to submit a Demolition and/or Disposition Application to HUD for any of its public housing properties. YCH reserves the right to submit an application for if circumstances change. The Plan will be amended accordingly.

Conversion of Public Housing to Tenant-Based Assistance

At this time, there are no plans to convert any Public Housing properties to Tenant-Based Assistance in the upcoming Fiscal Year. YCH reserves the right to submit an application for conversion if circumstances change. The Plan will be amended accordingly.

Conversion of Public Housing to Project-Based Assistance using RAD

At this time, there are no plans to convert any Public Housing properties to Project-Based Assistance using Rental Assistance Demonstration (RAD) during the upcoming Fiscal Year. YCH reserves the right to submit an application for conversion if circumstances change. The Plan will be amended accordingly.

Project-Based Vouchers

To expand the availability of affordable housing in Yolo County, YCH uses project-based vouchers. The current Annual Contributions Contract with HUD allows YCH to use up to 20% of its voucher program budget authority to attach funding to specific units rather than using it for tenant-based assistance. PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing. HAP contracts cannot be renewed or entered into if more than twenty (20%) of the base allocation is utilized for PBV. YCH is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available and/or authorized by HUD.

Currently, YCH uses approximately 6.3% (108 units) of the budget authority for project-based vouchers with contracts for periods of 10 to 15 years. The table below provides information on the apartment complexes which currently have project-based contracts with:

Complex	Units	Effective Date	City
Fair Plaza Senior Apts.	27	10/1/2008	Woodland
Homestead Apts.	4	2/1/2009	Davis
Eleanor Roosevelt Circle	15	4/1/2009	Davis
Terracina at Springlake	15	8/15/2012	Woodland
New Harmony	17	2/1/2013	Davis
Esperanza Crossing	10	6/24/2013	Esparto
Cesar Chavez Plaza	10	11/8/2013	Davis
Hotel Woodland VASH	10	12/1/2014	Woodland

The implementation of project-based vouchers up to 20% of the Annual Budget Authority will increase the quality of affordable housing and expand housing opportunity to low-income families in Yolo County which is consistent with the Agency Plan's Goals and Objectives.

Units with Approved Vacancies for Modernization

At certain times, a PHA may have a need to request the approval from HUD for vacancies in which to complete significant modernization work. At this time, YCH does not have a need to request this approval from HUD. YCH reserves the right to request approval if a need should arise during the upcoming Fiscal Year.

Other Capital Grant Programs

Currently, YCH is not receiving funding through any other Capital Grant Programs such as the Capital Fund Facilities Grants or Emergency Safety and Security Grants. YCH reserves the right to apply for funding through these grants should they become available during the upcoming Fiscal Year.

B.3. Progress Report

2016 Summary

The Department of Housing and Urban Development (HUD) field office staff conducted a Comprehensive Compliance Monitoring Review during the 1st week of May 2016 and at the end of August 2016 for Yolo County Housing (YCH). The review team reviewed various areas of the Agency's operations and programs including financial management, procurement, purchasing, maintenance, public housing and voucher program compliance. At the conclusion of the compliance review, HUD staff conducted an exit interview with the management team where the items outlined in this correspondence were discussed.

HUD congratulated YCH on its on-time rent collection, high occupancy percentages and overall compliance. There were no financial findings with the exception of the General Depository Agreement, no program findings, no procurement findings, no maintenance or operations findings. The only finding, was completed and is closed. This related to the requirement for an updated form of the General Depository Agreement, which was brought to the Housing Commission for approval and execution on September 14, 2016, and was subsequently closed by HUD as of October 18, 2016.

During 2016, YCH updated its' ACOP and Administrative Plan to include the mandatory changes found in PIH Notice 2016-05.

Also, YCH is in the early stages of developing a plan to comply with HUD's

recently issued Smoke-Free Policy. This policy states that all public housing developments should be designated no smoking. YCH has 18 months from the time the Final Rule was issued to implement the policy. Staff will be alerting residents to this new policy in the near future in hopes of getting feedback to make the implementation go smoothly.

Moving forward, YCH will be focusing efforts on helping residents improve their job-related skill sets which will in turn help their employability. Currently, YCH has a high working population. The majority of the programs will be focused on youth and helping currently employed residents get higher paying jobs by improving their skill set.

On-going Goals and Objectives

- Continue to analyze opportunities for operational cost savings that will be necessary due to cuts in funding.

Progress: YCH is operating as streamlined as possible and at this point, no additional cuts can be made without severely affecting delivery of services.

- Complete renovations to public housing properties to meet accessibility requirements.

Progress: Due to repair and replacement of the water wells at El Rio Villas in Winters which was a necessity, the accessibility renovations have had to be delayed once more. YCH is hoping to use the remaining funds from the FY2016 CFP to begin to complete the ADA renovations.

Through partnership with the Yolo County Transportation District, a new ADA accessible transit stop was installed at El Rio Villas during 2015.

Funds from the 2011, 2012, and 2013 Capital Fund Programs were used to address site accessibility deficiencies at the EL Rio Villa I and II public housing developments located in Winters. Phase I of the ADA site improvements at El Rio Villas I and II were completed in late 2014. Improvements included ADA path of travel,

ADA parking and van accessible stall upgrades, ADA ramping upgrades to accessible units and at the YCH property management office and community room, and new ADA signage and striping. Roadway and parking bay improvements at both complexes were completed.

In the same contract, ADA parking stall improvements, path of travel and ramping, ADA parking and an accessible stall upgrades, new ADA signage and striping at the Vista Montecito housing complex in Esparto were completed.

Phase II of the ADA site improvements at El Rio Villa III and IV, had to be delayed due to the Health and Safety issues concerning the drinking water from the West water well. The proposal for Phase II is currently under review by staff.

- Continue to increase the sustainability of the Agency's portfolio by reducing energy usage using both simple and complex strategies.

Progress: In 2015 through 2016, YCH was able to reduce water usage by 53% as a result of resident education and stringent enforcement of outdoor watering ordinances.

In 2016, YCH received grants from Pacific Gas and Electric totaling \$588,648 for the installation of solar panels at El Rio Villas (Winters), Riverbend Manor (West Sacramento) and Yolano-Donnelly (Woodland).

- Maintain leasing rates, on-time collections and other benchmarks for on-going programs at a rate equal to or above generally accepted standards.

Progress: YCH's average occupancy rate for Public Housing is 99% which is 2% higher than the Goal of 97%.

The on-time rent collection rate of 95% meets the Goal of 95%.

- Continue to improve the Public Housing Assessment System (PHAS) score.

Progress: YCH received a score of 94 on the most recent Public Housing Assessment System (PHAS) and is considered a High Performing agency.

- Continue to train staff on Asset Management to ensure compliance with all new HUD regulations.

Progress: Employees continue to attend training on an as needed basis.

- Achieve and maintain a 98% lease-up in the budget year (combined between tenant-based Housing Choice Voucher (HCV) and project-based vouchers and includes either units or budget authority).

Progress: While the current allotment of vouchers in the HCV Program is 1,727, funding is not sufficient to cover this level of vouchers. Presently, the Program can fund approximately 1,500 vouchers. The current lease-up rate is 100% of budget.

- Close an additional three (3) homes through the HCV Home Ownership Program in the coming year.

Progress: Due to the tight housing market in Yolo County, no homes were closed in 2016. Interest remains high but unfortunately, most participants do not meet the requirements.

In 2016, YCH approved bringing the Trio Home Lease with Purchase Option Financing Program to Yolo County through the California Affordable Housing Agency (CalAHA). Trio is an affordable home ownership program specializing in a lease with purchase option agreement that enables a qualified consumer to select a home and finance it for one to five years until they are ready to purchase. Staff believes that this program provides a good opportunity for low and moderate income

households that are nearly qualified for home ownership to lock in low interest rates and home affordability now that may not be available to them in the future.

- Continue to achieve High Performer status on Section 8 Management Assessment (SEMAP) score.

Progress: YCH was notified that it received a score of 100% on the SEMAP for the fiscal year ending June 30, 2016. This is the 7th consecutive year that the Housing Choice Voucher Program is a High Performer.

- Implement new owner outreach materials to attract potential new owners to participate in the HCV Program.

Progress: YCH hosted the Landlord Workshop presented by Legal Services of Northern California (LSNC) in April 2016. The Landlord Access Program remains active.

- Complete full enrollment in the Family Self-Sufficiency Program (FSS) to comply with the HUD requirement.

Progress: The Agency maintains full enrollment in the FSS Program based on their mandatory slots. YCH continues to seek HCV-FSS and PH-FSS funding opportunities to expand program enrollment and self-sufficiency for families.

- Continue to upgrade computer systems including servers, software, and memory capacity.

Progress: On an as-needed basis, older computers are replaced with updated models.

YCH's enterprise software system was upgraded to a newer version during 2015 to better meet client needs and provide better data management for staff.

- Continue with customer satisfaction surveys; gather and interpret results; identify strengths and areas of needed improvement in YCH services.

Progress: Staff will be sending out customer satisfaction surveys with the 2017 Annual Report to all HCV tenants and landlords and public housing residents. Sending it with this report reduces administrative costs associated with staff time and postage. YCH will also be looking at building customer service feedback tools into their new website design. If the results are received before submittal of the Plan in April, they will be included.

- Install individual water meters at apartments where there is currently no meter.

Progress: YCH is planning to move forward with an Energy Performance Contract. Part of those services will be to install individual water meters. Installation of the meters will be left in the Capital Plan in case the EPC does not work out. YCH hopes that the meters will be installed by the end of 2017.

- Develop eco-friendly landscaping plan to reduce water usage.

Progress: Eco-friendly landscaping was installed at Riverbend Manor in 2011. YCH also completed a demonstration landscape at El Rio Villa in 2013. YCH was also able to install drought tolerant landscaping at its El Rio Villas office and community center in 2014. In 2015, YCH installed a small drought tolerant garden at its' new transportation hub at the El Rio Villas. Due to more pressing capital needs, YCH has been unable to fund the installation of any additional eco-friendly landscapes.

- Install broadband access capability to reach all sites and offer inexpensive in-home broadband access to residents.

Progress: Unfortunately, YCH has been unable to receive any grant funding to cover the monthly cost associated with providing broadband access to residents. YCH is unable to cover the cost from operations at present. YCH continues to pursue opportunities to provide internet

access to all residents.

- Continue to deploy Facebook page to help distribute information to residents and applicants.

Progress: Information concerning YCH matters and other important news is posted to the Agency's Facebook page on a continual basis. The page currently has 232 likes/followers.

- Upgrade website to include better information, easier navigation and install access portals for customers – landlords, tenants, and participants.

Progress: YCH has published a Request for Proposal for the redevelopment of the website to provide more user friendly features, information and access. The proposals are currently being reviewed with the hopes of selecting a contractor by Spring 2017.

- Move forward with additional elements of YCH's "Welcome Home" strategy that are already outlined in the Five-Year Plan, including development of a welcome packet for residents, participants, and landlords.

Progress: YCH established CAST (Community Awareness and Safety Team) at three sites (El Rio Villas, Yolano Village and Donnelly Circle) which is a key component of the Welcome Home Plan and has implemented the program at two additional sites (Las Casitas and Riverbend Manor). The Welcome Home packet provides information to residents, voucher holders, and landlords and remains a goal.

- Apply for additional funding including the Capital Fund Education and Training Community Facilities (CFCF) Program and Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators Program.

Progress: A successful ROSS Grant application was submitted in

2013. The Grant covered a three-year period which expired in September 2016. The 2016 ROSS Grant application was submitted to HUD, approved and fully funded effective February 1, 2017 for three additional years to serve our public housing families.

- **Complete software conversion to Tenmast's Winten 2+ system to enhance productivity and streamline operations.**

Progress: The conversion to Tenmast's Winten 2+ system was completed in late 2015.

Staff is working on implementing the mobile work order module of the software system. This will allow the maintenance staff to become more efficient by receiving work orders on their company issued tablets.

- **Expand CAST (Community Awareness and Safety Team) to the El Rio Villa public housing developments.**

Progress: The CAST Program has been established at the El Rio Villa communities with five (5) members receiving CPR/First Aid Training, Community Preparedness Training, and meetings with local law enforcement for coordinated security efforts. YCH has scheduled CPR and First Aid classes for staff and CAST members from five different public housing sites (El Rio Villas, Las Casitas, Riverbend, Yolano and Donnelly). Members meet quarterly at their respective housing sites.

- **Speed up the collection of past due accounts.**

Progress: The Agency wrote off bad debts of \$7,380 in 2015-2016 as compared to \$17,635 in 2014-2015. The lower amounts indicate that YCH is doing a better job at collecting past due accounts.

- **Provide services to other Public Housing Authorities or similar entities as a means to increase revenue.**

Progress: YCH continues to provide grant management services related to the Community Block Grant and Home Grant for Yolo County.

YCH entered into a contract to provide grant management services to the City of Winters.

YCH entered into a contract with the State of California to provide technical assistance.

YCH entered into an intergovernmental agreement with the City of Davis to provide affordable housing monitoring, financial, services, grants management and consultation services.

The CEO continues to provide staffing to the Ten Year Plan Commission.

YCH continues to be a member of the Continuum of Care.

YCH will continue to assess opportunities like the above on an on-going basis and undertake the ones which make financial sense while also helping the entire community.

B.4 Most Recent Fiscal Year Audit

The most recent Fiscal Year Audit covers FYE June 30, 2016, There were no findings in that Audit.

C. Other Documents and/or Certification Requirements

C.1 Certification of Compliance with PHA Plans and Related Regulations

Form HUD-50077-ST-HCV-HP, PHA Certifications of Compliance with the PHA Plans and Related Regulations, will be submitted as an electronic attachment to the FY2017 Annual Plan. This Form will be signed by the Chair of the Housing Commission once the Plan is approved by the Board.

C.2 Civil Rights Certification

Form HUD-50077-ST-HCV-HP, PHA Certifications of Compliance with the PHA Plans and Related Regulations, will be submitted as an electronic attachment to the FY2017 Annual Plan. This Form will be signed by the Chair of the Housing Commission once the Plan is approved by the Board.

C.3 Resident Advisory Board Comments

To be included once meetings are held.

C.4 Certification by State or Local Officials

YCH has submitted Form HUD-50077 SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, to the appropriate local official for their signature. The signed form will be submitted to HUD as an electronic attachment to the FY2017 Annual Update.

D. Statement of Capital Improvements

D.1 Capital Improvements

The most recent Capital Fund Five-Year Action Plan was submitted with the FY2015 – FY2019 Five-Year Agency Plan and was approved by HUD on June 30, 2016.

The Capital Fund Five-Year Action Plan covering the years FY2017 – FY2021 will be discussed in the same Public Hearing as the FY2017 Agency Plan Annual Update. A copy of the FY2017 – FY2021 Capital Fund Five-Year Action Plan will be available for review during the 45-day Public Hearing notice period as well.

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